



Safety Committee By-Laws

Adopted: June 17, 2015

Article I – Commitment

“Providing the community with continued quality services and prompt response to their needs requires a work environment free of hazards that could cause serious injury or illness to the employees of the City of Elk River.”

Article II – Mission

“To identify and eliminate the hazards in the workplace through a cooperative effort by both labor and management utilizing the knowledge, experience, and input of all.”

To accomplish this mission, the committee must:

- Create and promote open communication in an atmosphere of honesty, trust and respect;
- recognize that each employee is an important part of the organization and are necessary in providing quality service;
- build a consensus for joint problem solving and planning where the parties realize their shared position/interest;
- make recommendations to improve the workplace and monitor the progress of such actions.

Article III – Representatives

The Safety Committee shall consist of a representative of each of the following departments/divisions in the city. Each term will begin in an even/odd year as noted below:

Even

- City Hall campus
- Street Division
- Ice Arena
- Police Department
- Parks Division
- Fire Department

Odd

- Building Maintenance
- Wastewater Division
- Recreation Division
- ERMU – Electric Department
- ERMU – Water Department
- Liquor Stores

No Term

- Safety Coordinator (chair)
- Human Resources

To promote effective open communication, the committee must maintain a balance of management and labor representatives.

Members are appointed/elected by their peers in November and will assume office in January of the following year.

Article IV – Responsibilities

The safety committee member shall:

- Review workplace safety inspections to identify and analyze hazards;
- Review accident and injury reports to identify root causes and recommend actions to prevent recurrence;
- Review safety and health related concerns, suggestions and needs communicated to departmental representatives by employees and/or supervisors;
- Review workplace hazard assessments

- Conduct routine (min. quarterly) walk-through inspections of their respective departments utilizing employee and management input (walk-through can be done together or by member alone but identified hazards must be reviewed within the department by employee representative and supervisor prior to committee review);
- Communicate to employees and management specific safety and health related needs and/or improvements;
- Perform an annual audit of the overall safety and health program;
- Attend monthly safety committee meetings;
- Monitor first aid kits in your department and get supplies as needed.

Article V – Officers

Safety Coordinator will assume the position of Chairperson. The Safety Committee members will elect a Vice-Chair annually at the January meeting. This person will assume duties in the absence of the Chairperson.

Duties of the Chairperson:

- Conduct meetings
- Finalize agendas (content and time limits)
- Clarify action points at each meeting

The Safety Committee secretary will be an Administrative Assistant as assigned.

Duties of the Secretary

- Keep minutes
- Provide accident and injury reports

Article VI – Terms

Representatives to the safety committee shall serve a two-year term. Expiration of terms shall be staggered to allow new members to come up to speed with a fully functional committee.

Each new Safety Committee appointment will be made in November and the new appointee will assume office in January of the following year. This information will be given to the department affected in advance to allow for appointment/election of a new representative.

An alternate can be designated as a departmental representative to the committee if for some reason the appointed/elected representative is unable to attend. Use of alternates should be limited due to the disruption it may cause to the flow of the meetings.

Article VII – Committee Meetings

Committee meetings will normally be held on third Wednesday of each month. The duration of the meetings will be no longer than 2 hours, unless extended by consensus. The meetings will normally be held at Fire Station #2 unless otherwise posted.

Special Meetings: the Chairperson with the approval of at least two other representatives shall call special meetings. Notification of all committee representatives should be made at least one week in advance. This advance notification can be waived in severe or dire circumstances where immediate response is necessary.

Article VIII – Quorum

At least six members of the committee are needed to convene the meeting.

Representatives that are unable to attend regularly scheduled meetings need to contact the Chairperson or Secretary prior to the meeting date. It is the representative's responsibility to contact their alternate to attend the meeting in their absence. Repeated absences to committee meetings will be referred to management/supervisor for further action and/or replacement of representative.

Article IX – Committee Actions

By consensus only.

Committee decisions are RECOMMENDATIONS ONLY. All recommendations will receive a response from the applicable department or supervisor.

Article X – Committee Agenda

The Chairperson prior to the meeting will determine the agenda for the meeting. The agenda and minutes of the previous meeting will be distributed to all committee representatives in advance. Any additions to the agenda will be routed to the Chairperson.

Article XI – Assessment/Feedback

The committee will do an assessment/feedback annually. The Mission Statement will be reviewed at the time of assessment.

An assessment/feedback by the employees will also be done in February of each year. A form will be distributed to the employees and the committee shall review feedback.

Article XII – Compensation

Meetings will be held within the regularly scheduled hours of City Hall operations. Participation by representatives is considered time worked.

Article XIII – Sub Committees

Appointment of sub-committees shall be approved by consensus.

Article XIV – Outside Participation

The Safety Committee may request participation from non-representatives and will encourage employees having specific concerns or pertinent information to attend and participate in the meetings.

XV – Amendments to By-Laws

Changes and amendments to these Bylaws may be proposed at any meeting of the committee and approved by consensus.